

**AGENDA**  
**PLAN COMMISSION MEETING**  
**Thursday, October 31, 2019 at 7:00 p.m.**  
**Jackson Village Hall**  
**N168 W20733 Main Street**  
**Jackson, WI 53037**

1. Call to Order and Roll Call
2. Approval of Minutes for the Plan Commission Meeting of September 26, 2019
3. Planned Unit Development – Rytec – Sign
4. Certified Survey Map – Robin Olson
5. Citizens to Address the Plan Commission
6. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

**DRAFT MINUTES  
PLAN COMMISSION MEETING  
Thursday, September 26, 2019 at 7:00 p.m.  
Jackson Village Hall  
N168W20733 Main Street  
Jackson, WI 53037**

**1. Call to Order and Roll Call**

Pres. Schwab called the meeting to order at 7:00 p.m.

Members present: Keith Berben, Tr. Emmrich, Tr. Kruepke, Jon Molkentin, and Dan Reik.

Member Absent: Jon Weil

Staff present: Collin Johnson, John Walther and Jilline Dobratz.

Pres. Schwab requested to move Item #8, Village of Jackson Comprehensive Update 2050 – Preliminary Draft – Discussion/Action to the next item, all members agreed.

**8. Village of Jackson Comprehensive Update: 2050 – Preliminary Draft – Discussion/Action**

Ben McKay and Rochelle Brien of SEWRPC were present and gave updates on the Comprehensive Plan. Ben McKay gave an overview and stated the draft plan is split in two parts. Part one includes the land use plan map which shows how the Village is planning to develop in the future and includes a description of land use categories. Part two of the plan is the year 2035 plan, which is right now a joint plan with the Town of Jackson, that has been separated out so portions specific to the Village are included. Having one Comprehensive Plan will cover all nine elements of the comprehensive planning law and has a map that updates the plan for 2050. Rochelle Brien explained the updates on the land use plan map which includes the Carity Morning Meadows subdivision, changed plan land use classifications in the Town of Jackson areas to reflect density and included plan land uses in the Town of Polk. The land use table was updated to reflect the changes.

Motion by Pres Schwab, second Tr. Emmrich by adopt Resolution #19-27 to Approve an Amendment to the Village of Jackson Comprehensive Plan to Create a Year 2050 Village of Jackson Comprehensive Plan.

Vote: 5 ayes, 0 nays. Motion carried

**2. Approval of Minutes for the Plan Commission Meeting of August 29, 2019**

Motion by Tr. Emmrich, second by Keith Berben to approve the Plan Commission minutes of August 29, 2019.

Vote: 5 ayes, 0 nays. Motion carried.

**3. Planned Unit Development – J & M Ltd. – Storage Buildings**

Pres. Schwab explained this item was before the Plan Commission last month. The Plan Commission recommended approval to the Village Board, the Village Board considered it, several citizens made comments during the Public Hearing and it was referred back to the Plan Commission for further discussion. The developers did

make the changes that were recommended by the Plan Commission at the last meeting.

Keith Berben questioned the current lighting. John Kruepke stated it has always been the same; it was upgraded to LED lights but none of the fixtures changed. The heads have not been adjusted yet and a contractor has to come in the evening to adjust them. Dan Reik commented the vehicles have been stored there and the lights have all been there for years. Keith Berben inquired on when it was first approved, what the stipulations were on the land. John Walther stated the minutes would need to be checked but there was a concern about idling trucks overnight. It's been 11 to 12 years ago. Pres. Schwab reviewed the items that were brought up at the Village Board meeting.

Mark Hertzfeldt, Design to Construct, was present and stated number of things can be done to adjust the lighting. The hill is being cut back substantially to make it steeper which will create a barrier at the backside. The front side has full access. The lighting on the sides of the buildings are completely shielded and cast down, not vertical. For screening, 36 blue spruce trees will go in at the top of the hill. The trees will be six to eight feet tall and four feet wide to create a substantial barrier on the top of the hill. The hill will be taller than the buildings. Currently, campers and trucks are being parked and stored on the site. The property has been there for 11 years, developed in this state. It was commercial property before it was developed and was always intended to be used in a commercial nature. Tr. Emmrich inquired on comments made by the Police Department regarding safety issues. Mark Hertzfeldt stated the site is very visible from Highway P, a lot of traffic passes by and has visual contact with neighbors. Their preference is not to install the fencing. There will be cameras on the buildings. Collin Johnson clarified the fence comments came from him. Pres. Schwab's concern with the lighting is the existing lighting and encouraged it to be taken care of as quickly as possible. John Kruepke commented on the lighting, it is basically exactly the same as the parking lot lighting at the Village Mart. When it was put in, he didn't have any complaints from anybody and it's next to residential on two sides. Some of the parking lot lights are not being used as there is no need. When they do something, they try to do it right. They have three stations in Jackson. The oldest station is 35 years old, they spend a lot of money in updating their facilities and it will be the same way with these buildings. Drainage of the site was discussed.

Motion by Pres. Schwab, second by Dan Reik to recommend the Village Board approve the Planned Unit Development – J & M Ltd. – Storage Buildings given the changes that have been discussed including the addition of trees and the adjustments to the lighting.

Pres. Schwab stated, hopefully the changes will be made well before the Village Board meeting so that the changes could be seen for consideration at that point as well. This item will come again before the Village Board. There will not be a Public Hearing but there is a time at the beginning of the agenda for citizens to comment on an agenda item at the Village Board meeting.

Vote: 4 ayes, 1 nays (Tr. Emmrich). Motion carried

Tr. Kruepke joined the Plan Commission at the dais at 7:30 p.m.

#### **4. Planned Unit Development – Pack & Ship International LLC. – Exterior**

## **Renovation**

Huy Tran, Pack & Ship International LLC., was present and gave an explanation of the project. He would like to reopen the exit to have access on to Highway 60. The TV displays would be static words, nonmoving and nonanimation.

Collin Johnson stated on the overhead garage door there was no size specification, the scope of the installation of glass windows isn't know, the digital advertising could have potential size limits. Also, the Police Chief is in favor of not reopening the drive onto Highway 60. Tr. Kruepke commented the State did not tell him to close the access onto Highway 60, he closed it. Pres. Schwab stated we will find out who actually has the authority to restrict or not restrict access.

Motion by Pres. Schwab, second by Keith Berben to recommend the Village Board approve the Planned Unit Development – Pack & Ship International LLC. – Exterior Renovation with the following caveats; the overhead door be limited to 9' x 8', follow the Police Chief recommendation that access not be granted onto Highway 60 and look into it to see whose jurisdiction it is, the TV screens will have to comply with code, per staff comments.

Vote: 6 ayes, 0 nays. Motion carried

## **5. Planned Unit Development – Jackson Development – Four Family Condo Development**

Kurt Henning was present and gave background information on the development. The purposed development is for seven four family buildings for a total of 28 units. There will be more green space and less asphalt. All of the utilities are in and they are using the existing storm sewer laterals. The ones that are not being used will be terminated at their cost. They plan on putting slabs in this fall.

Motion by Tr. Emmrich, second by Keith Berben to recommend the Village Board approve the Planned Unit Development – Jackson Development – Four Family Condo Development, per staff comments.

Vote: 6 ayes, 0 nays. Motion carried

## **6. Planned Unit Development – Greg Beaudry – Warehousing / Transportation Facility**

Mark Hertzfeldt, Design to Construct, was present to provide an explanation of the project. The warehouse will be used only for industrial products, no commercial goods or hazardous materials. There will be a small office at the front of the building with the majority of the use being for storage. The trash enclosure will be inside the fenced area. Landscaping will meet the requirements of the business park.

Motion by Tr. Emmrich, second by Jon Molkentin to recommend the Village Board approve the Planned Unit Development – Greg Beaudry – Warehousing / Transportation Facility, per staff comments.

Vote: 6 ayes, 0 nays. Motion carried

## **7. Planned Unit Development – Bielinski Homes Inc. – Laurel Springs Villas – Two Family Condos**

Jon Donovan, Bielinski Homes Inc., was present to explain the purposed development at the corner of Jackson Drive and Cedar Creek Road. They are looking at starting the project early next year. The condominiums will be of stone/vinyl siding, aluminum fascia and soffit and will be stepless from the garages and front doors. There will be a

Developer's Agreement and a Storm Water Management Agreement to be approved. Regarding the floodplain, it's zoned a floodplain designation. The engineer is not aware of a floodplain elevation that FEMA puts on this for the creek area. The buildings are two feet above and are built outside the floodplain that's there established. He does not know the elevation. Collin Johnson commented on the floodplain issue, it has to do with the adjacent grade next to each of the buildings. Making sure that the purposed elevations have enough safety built in and the properties do not end up in the floodplain should something change within that delineated floodplain that is currently established. Jon Donovan stated they are willing to figure that out and finalize where the floodplain is. He doesn't see this as a big concern and will work with Village staff and their engineer, designing it properly so there are no issues. Motion by Pres Schwab, second by Tr. Emmrich to recommend the Village Board approve the Planned Unit Development – Bielinski Homes Inc. – Laurel Springs Villas – Two Family Condos, per staff comments. Vote: 6 ayes, 0 nays. Motion carried

**9. Citizens to Address the Plan Commission**

None.

**10. Adjourn**

Motion by Pres. Schwab, second by Tr. Emmrich to adjourn.

Vote: 6 ayes, 0 nays. Meeting adjourned at 8:06 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*  
Village Clerk

**VILLAGE OF JACKSON DEVELOPMENT APPLICATION FORM**  
**(Due 1<sup>st</sup> Friday of the month for that month's Planning Commission Meeting)**

Name of Applicant Dan - Signworks  
 Contact Dan Schaefer Address/ZIP 501 W. Sumner St., Hartford 53027 Phone # 262-673-7318  
 E-mail Address dan@signworkswi.com Fax # where Agenda/Staff comments are to be faxed \_\_\_\_\_  
 Name of Owner Michael Watkins Address/ZIP One Cedar Parkway, Jackson WI Phone# ~~262-677-8000~~ 467-9832  
 Owner Representative/Developer \_\_\_\_\_  
 Proposed Use of Site \_\_\_\_\_ Present Zoning \_\_\_\_\_

<u>ACTION REQUESTED</u>	<u>FEE</u>	<u>SUBMITTAL REQUIREMENTS</u>	<u>TYPE OF INFORMATION DESCRIBED</u> <u>(See page 5)</u>	<u>PAPER COPIES</u>	<u>CD</u>
CONCEPT PLAN	\$50	1,2,6,13	1) Complete Application (all pages) 2) Describe what you intend to do (paragraph)	✓ ✓	XXX XXX
CONDITIONAL USE	\$150	1,2,3,4,5,6,7,14,15,16,18,19,20	3) Address Labels of adjacent owners to be notified (500'/ 200') * <del>4) Owner acknowledgement of the request</del>	Labels* 1	
PLANNED UNIT DEVELOPMENT	\$150	1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20	<del>5) Impact Statement</del> 6) Location Map		XXX XXX
REZONING	\$200	1,2,(3),4,6,9 or 10 (500' for rezoning 200' for Cond. Use or PUD Site Plan)	<del>7) Development Plan / Site Plan</del> 8) Preliminary Plat		XXX XXX
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	9) Final Plat 10) Certified survey Map		XXX XXX
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	11) Annexation Petition 12) Annexation Map	1	XXX XXX
Extra-territorial Plat or CSM	\$150	1,2,6,9 / 10	13) Sketch Plan 14) Landscape Plan	4 (24x36)	XXX XXX
Extra-territorial Plat outside Sanitary Service Area	\$50	1,2,6,9 / 10	<b>Engineering Review - Infrastructure</b>		
PRELIMINARY PLAT	\$300	1,2,3,5,6,9,15,16,17,18	15) Grading/Drainage Plan 16) Water / Sewer / Storm Sewer Plans 17) Street / Right of Way cross sections	4 (24x36) 4 (24x36) 4 (24x36)	XXX XXX XXX
FINAL PLAT / Final Plat Reappl..	\$100	1,2,3,5,6,9,15,16,17,18,20	18) Erosion Control Plan <del>19) Proposed colors / materials</del>	4 (24x36)	XXX XXX
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	<del>20) Developers Agreement</del> 21) Annexation Agreement (includes pre-annex agreements)		XXX XXX
STREET EASEMENT/ VACATION	\$150	1,2,3,4,6,9	22) other -		XXX
VARIANCE	\$150	1,2,3,4,6,7			
* Labels	\$25		If not included with submittal & prepared by the Village.		

I certify the information and exhibits submitted are true and correct to the best of my knowledge, and that in filing this application I am acting with knowledge and consent of those persons listed above and owner(s) without whose consent the requested action cannot be lawfully acted upon.

Name Dan Schaefer Signature  Date 9/24/19

Office Use: Date Received 9-30-19 Date Paid 9-30-19 Receipt # 222349 Amount Paid \$ 175.00

# VILLAGE OF JACKSON

Special Use     Conditional Use     Planned Unit Development    Permit # \_\_\_\_\_

The Village of Jackson, hereby grants a  Special Use  Conditional Use  Planned Unit Development

Permit to:

Name of Business/Applicant: Rytec

For a property located at (address): W223 N16601 Cedar Parkway

Phone number of Business/Applicant: 262-677-9046

For (land use, activity, sign, site plan, other): Sign

Impact Mitigation (noise, smoke, dust, odors, etc. affecting adjacent properties): None

Hours of Operation: \_\_\_\_\_

Comprehensive/Master Plan Compatibility: \_\_\_\_\_

Building Materials (type, color): Red - fabricated Aluminum, ~~Black - fabricated Aluminum~~  
White - ~~premium vinyl~~ fabricated Aluminum + premium vinyl

Setbacks from rights-of-way and property lines: \_\_\_\_\_

Screening/Buffering: \_\_\_\_\_

Landscape Plan (sizes, species, location): \_\_\_\_\_

Signage (dimensions, colors, lighting, location): 78" x 167"

Lighting (wattage, style, pole location and height, coverage): N/A

Traffic flow, pedestrian circulation (curb to street width), (parking one/both/neither side(s),  
(sidewalk/pedestrian way width and material): \_\_\_\_\_

Storm-water Management: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Erosion Control: \_\_\_\_\_

Fire Hydrant Location(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Knox Box, Posting Site (No Trespass signing), Emergency Telephone #'s: \_\_\_\_\_  
\_\_\_\_\_

Hazardous Material Storage: \_\_\_\_\_

Alarm Systems: \_\_\_\_\_

Site Features/Constraints: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parking (no. of spaces, handicapped parking, and dimensions): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tree and shrub preservation: \_\_\_\_\_  
\_\_\_\_\_

Setbacks/height limitations: \_\_\_\_\_  
\_\_\_\_\_

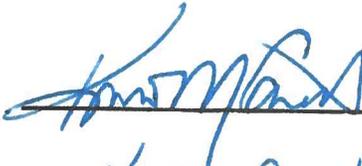
Wastewater Usage Projected: \_\_\_\_\_ gal/year      Water Usage Projected: \_\_\_\_\_ gal/year

Duration and Review of Conditional Use (expiration, when reviewed: upon complaint, specified period): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TERMS OF THIS PERMIT

1. This permit shall become effective upon the execution and recording by the owners of the premises of an acceptance hereof in such form as to constitute an effective covenant running with the land.
2. The permit shall be void unless: (a) pursuant to the Building and Zoning Codes of the Village, the approved use is commenced or (b) the building permit is obtained within 12 months of the date of Village Board approval.
3. The permit is subject to amendment and termination in accordance with the provisions of the Zoning Code of the Village of Jackson.
4. Construction and operation of the use permit shall be in strict conformity to the approval site, building, and operation plans which were filed in connection with the application for this permit (as attached and /or referenced).
5. Any of the conditions of this permit which would normally be the responsibility of the tenants of the premises, shall be made a part of their lease by the owner.

Granted by: Village Board \_\_\_\_\_ Date \_\_\_\_\_ Over the Counter \_\_\_\_\_ Date \_\_\_\_\_

  
\_\_\_\_\_

\_\_\_\_\_  
John Walther, Administrator

Kristine Finell, Owner  
Please print name

Applications shall be submitted by 4:00 PM on the Friday of the month to be considered by the Planning Commission that month. In some cases, more than the number of copies on the face of this form will be required. Only complete applications shall be presented to the Planning Commission and the Village Board for action. Applications submitted without a pre-submittal conference risk delay by being incomplete.

The Planning Commission meets on the last Thursday of each month unless there is a conflict with a holiday. The Village Board meets on the second Tuesday of each month, and will conduct a public hearing. A decision on the request could be made at that meeting.

**EXPLANATION OF TYPES OF INFORMATION (From face of application form):**

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1. **Application Form: Must be submitted on CD.**
2. Letter of Intent: What you are requesting in your own words. (Be brief)
3. Mailing Labels: It is your responsibility to provide the Village with current owner addresses. If mailed notification is required for your application, an incorrect address may cause you a delay. If the Village prepares the labels for you, there will be an additional charge of \$25.00
4. Proof of Property Ownership: A copy of a deed, tax notice, title insurance policy (first page), recorded plat, etc.
5. Impact Statement: In general, the following points represent most of the topics to be addressed in the impact statement. Specific points will be designated at the pre-submittal conference by staff.
  - A. Annual water consumption estimate (100% occupancy and build-out)
  - B. Annual sewage generation estimate (100% occupancy and build-out)
  - C. Vehicle trip generation (trips per day per unit x number of units)
  - D. Estimated numbers of vehicles and recreational vehicles to be stored and/or parked on site.
  - E. Proposed sign(s) (advertising business, industry, dwelling unit)
  - F. General hours of operation
  - G. Anticipated user profiles (for residential developments)
  - H. Proposed dates of construction and completion
  - I. Unusual conditions which warrant special attention (hazardous materials storage, fire hazards, odors, noise generation, etc.
6. Location Map: Show where the site is relative to a Village map.
7. Development Plan: Shows entire proposal on the site. Includes edge of pavement and/or back of the curb line, sidewalks (existing and proposed), footprints of the structure, drives, parking spaces and fencing, locations of accessory uses, dimensions, etc. Landscape plans and water/sewer/storm plans may be shown combined on the plan if the composition is easily read and understood.
- 8/9. Plat Map: Prints of the preliminary and final (recordable plat), with proper signature blocks.
10. Certified Survey Map: A recordable instrument showing the legal and mapped description of the land division.
11. Annexation Petition/Attachment Request: Shows owner is supporting the annexation.
12. Annexation Map: A recordable map having the legal and mapped description of the parcel to be annexed.
13. Sketch Plan: An informal drawing depicting the proposal for discussion purposes.
14. Landscape Plan: Shows location, size, type, botanical name & common name of proposed trees & shrubs. Also calls out surface treatments. Shows walls, fences & details.
15. Grading/Drainage Plan: Shows original & proposed grades& runoff calculations based on a 10-year storm. It is usually combined with a Storm Sewer Plan. (storm sewer system, ditches, culverts, etc.)
16. Water/Sewer/Storm Sewer Plans: Shows size and location of proposed water mains & fire hydrants; size and location of the proposed sanitary sewer collection system with gradient profiles and invert elevations; shows the proposed storm drainage system as in 15.
17. Street Crossing Sections: Section shows curb, gutter, paving, and sidewalk relative to the right-of-way width.
18. Erosion Control Plan: A map of existing site conditions on a scale of at least 1 inch equals 100 feet showing the site, boundaries and immediately adjacent areas which accurately identify site locations.
19. Proposed Colors and Materials: Submit samples of exterior colors and materials.
20. Improvement Agreement: An agreement between the developer and the Village determining park dedications and the responsibilities for street, water, sewer, and the storm sewer improvements and extensions.
21. Annexation Agreement.

**MEETINGS AT WHICH THE REQUEST IS BEING HEARD SHOULD BE ATTENDED BY THE APPLICANT OR A REPRESENTATIVE IN ORDER TO RESPOND TO QUESTIONS AND AVOID DELAYS IN THE APPROVAL PROCESS.**

**VILLAGE OF JACKSON**

N168W20733 MAIN ST.  
P O BOX 637  
JACKSON, WI 53037-0147

**Receipt Nbr:** 222349  
**Date:** 9/30/2019  
**Check**

RECEIVED FROM      SIGNWORKS      \$175.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	Account Nbr: 100-00-45730-000-000 PLANNING / ZONING FEES SIGN PERMIT / SIGNWORKS	175.00

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TOTAL RECEIVED      175.00

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Receipt Memo:      PERMIT APP / CK #

Our intent is to install (1) custom fabricated aluminum sign to the South elevation of Ryttec's Jackson location. This sign will be made of aluminum and be stud mounted into the concrete wall using stainless steel studs. This sign will not be illuminated. The location of this sign is the rear of the building above the existing loading docks.

Please let Dan at Signworks (262) 673-7328 know if you have any questions or need any further information regarding this sign.



W223 N16601 Cedar Parkway  
P.O. Box 403  
Jackson, WI 53037  
Phone: (262) 677-9046  
Fax: (262) 677-2058

August 27, 2019

Mr Dan Schaefer  
Sign Works  
501 West Sumner St  
Hartford, WI 53027

Dear Dan:

This letter serves as our consent to Sign Works to provide and install the following sign on our property located at W223 N16601 Cedar Parkway in Jackson, WI:

- Rytec sign with custom fabricated .125" aluminum letters and premium vinyl graphics to be installed on south-facing wall

Thank you for your proposal. We look forward to doing business with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kristine M Finell", is written over a light blue horizontal line.

Kristine M Finell  
CRO



Fabricated Aluminum Letters and Pan  
- Premium vinyl graphics

**SIGNworks**  
A SIGN OF QUALITY SINCE 1985  
CUSTOM SIGNS & DIGITAL GRAPHICS



501 West Sumner Street  
Hartford, Wisconsin  
262-673-7318   
signworkswi.com

<b>Job Name:</b> Rytec - Jackson - South Elevation - Fabricated Letters			<b>Sales Person:</b> Dan Schaefer Dan@signworkswi.com
<b>Date:</b> 7/25/2019	<b>Revision:</b> R1	<b>EST #:</b> 16916	<b>Designer:</b> Dan
2018 Sketches/Rytec/Jackson/ South Elevation			



Proposed  
Location  
of New Sign

**VILLAGE OF JACKSON DEVELOPMENT APPLICATION FORM**  
**(Due 1<sup>st</sup> Friday of the month for that month's Planning Commission Meeting)**

Name of Applicant Robin L Olson Revokable living trust  
 Contact Robin Olson Address/ZIP 1930 Sherman Road, Jackson, WI 53037 Phone # 2623-677-4663  
 E-mail Address Robinlee29@aol.com E-mail Address where Agenda/Staff comments are to be sent. Robinlee29@aol.com  
 Name of Owner Robin L Olson Address/ZIP 1930 Sherman Road/53037 Phone # 262-677-4663  
 Owner Representative/Developer N/A  
 Proposed Use of Site Single Family Dwelling Present Zoning N/A

<u>ACTION REQUESTED</u>	<u>FEE</u>	<u>SUBMITTAL REQUIREMENTS</u>	<u>TYPE OF INFORMATION DESCRIBED</u> <u>(See page 5)</u>	<u>PAPER COPIES</u>	<u>USB DRIVE</u>
CONCEPT PLAN	\$50	1,2,6,13	1) Complete Application (all pages) 2) Describe what you intend to do (paragraph)		XXX XXX
CONDITIONAL USE	\$150	1,2,3,4,5,6,7,14,15,16,18,19,20	3) Address Labels of adjacent owners to be notified (500'/ 200') 4) Owner acknowledgement of the request	labels 1	
PLANNED UNIT DEVELOPMENT	\$150	1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20	5) Impact Statement 6) Location Map		XXX XXX
REZONING	\$200	1,2,(3),4,6,9 or 10 (500' for rezoning 200' for Cond. Use or PUD Site Plan)	7) Development Plan / Site Plan 8) Preliminary Plat		XXX XXX
<b>CERTIFIED SURVEY MAP (CSM)</b>	<b>\$150</b>	<b>1,2,3,6,10,20</b>	9) Final Plat 10) Certified survey Map		XXX XXX
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	11) Annexation Petition 12) Annexation Map	1	XXX XXX
Extra-territorial Plat or CSM	\$150	1,2,6,9 / 10	13) Sketch Plan 14) Landscape Plan	4 (24x36)	XXX XXX
Extra-territorial Plat outside Sanitary Service Area	\$50	1,2,6,9 / 10	<u>Engineering Review - Infrastructure</u> 15) Grading/Drainage Plan	4 (24x36)	XXX
PRELIMINARY PLAT	\$300	1,2,3,5,6,9,15,16,17,18	16) Water / Sewer / Storm Sewer Plans 17) Street / Right of Way cross sections	4 (24x36) 4 (24x36)	XXX XXX
FINAL PLAT / Final Plat Reappl..	\$100	1,2,3,5,6,9,15,16,17,18,20	18) Erosion Control Plan 19) Proposed colors / materials	4 (24x36)	XXX XXX
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	20) Developers Agreement 21) Annexation Agreement (includes pre-annex agreements)		XXX XXX
STREET EASEMENT/ VACATION	\$150	1,2,3,4,6,9	22) other -		XXX
VARIANCE	\$150	1,2,3,4,6,7			

I certify the information and exhibits submitted are true and correct to the best of my knowledge, and that in filing this application I am acting with knowledge and consent of those persons listed above and owner(s) without whose consent the requested action cannot be lawfully acted upon.

Name Robin L Olson Trustee Signature Robin L Olson Trustee Date 10/8/2019  
 Office Use: Date Received 10-8-19 Date Paid 10-8-19 Receipt # 222437 Amount Paid \$ 150.00

# VILLAGE OF JACKSON

Special Use     Conditional Use     Planned Unit Development    Permit # \_\_\_\_\_

The Village of Jackson, hereby grants a  Special Use  Conditional Use  Planned Unit Development

Permit to:

Name of Business/Applicant: Robin L Olson Revokable Living Trust

For a property located at (address): 1966 Sherman Road, Jackson, WI 53037

Phone number of Business/Applicant: 262-677-4663

For (land use, activity, sign, site plan, other): Single Family Dwelling

Impact Mitigation (noise, smoke, dust, odors, etc. affecting adjacent properties): N/A

Hours of Operation: N/A

Comprehensive/Master Plan Compatibility: N/A

Building Materials (type, color): N/A

Setbacks from rights-of-way and property lines: TBD

Screening/Buffering: N/A

Landscape Plan (sizes, species, location): TBD

Signing (dimensions, colors, lighting, location): N/A

Lighting (wattage, style, pole location and height, coverage): N/A

Traffic flow, pedestrian circulation (curb to street width), (parking one/both/neither side(s),  
(sidewalk/pedestrian way width and material): N/A

Storm-water Management: N/A  
\_\_\_\_\_  
\_\_\_\_\_

Erosion Control: N/A  
\_\_\_\_\_

Fire Hydrant Location(s): N/A  
\_\_\_\_\_  
\_\_\_\_\_

Knox Box, Posting Site (No Trespass signing), Emergency Telephone #'s: N/A  
\_\_\_\_\_

Hazardous Material Storage: N/A  
\_\_\_\_\_

Alarm Systems: N/A  
\_\_\_\_\_

Site Features/Constraints: N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parking (no. of spaces, handicapped parking, and dimensions): N/A  
\_\_\_\_\_  
\_\_\_\_\_

Tree and shrub preservation: N/A  
\_\_\_\_\_

Setbacks/height limitations: N/A  
\_\_\_\_\_

Wastewater Usage Projected: N/A gal/year      Water Usage Projected: N/A gal/year

Duration and Review of Conditional Use (expiration, when reviewed: upon complaint, specified period):  
\_\_\_\_\_  
\_\_\_\_\_

## TERMS OF THIS PERMIT

1. This permit shall become effective upon the execution and recording by the owners of the premises of an acceptance hereof in such form as to constitute an effective covenant running with the land.
2. The permit shall be void unless: (a) pursuant to the Building and Zoning Codes of the Village, the approved use is commenced or (b) the building permit is obtained within 12 months of the date of Village Board approval.
3. The permit is subject to amendment and termination in accordance with the provisions of the Zoning Code of the Village of Jackson.
4. Construction and operation of the use permit shall be in strict conformity to the approval site, building, and operation plans which were filed in connection with the application for this permit (as attached and /or referenced).
5. Any of the conditions of this permit which would normally be the responsibility of the tenants of the premises, shall be made a part of their lease by the owner.

Granted by: Village Board \_\_\_\_\_ Date \_\_\_\_\_ Over the Counter \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
John Walther, Administrator

\_\_\_\_\_, Owner  
Please print name

Applications shall be submitted by 4:00 PM on the Friday of the month to be considered by the Planning Commission that month. In some cases, more than the number of copies on the face of this form will be required. Only complete applications shall be presented to the Planning Commission and the Village Board for action. Applications submitted without a pre-submittal conference risk delay by being incomplete.

The Planning Commission meets on the last Thursday of each month unless there is a conflict with a holiday. The Village Board meets on the second Tuesday of each month and will conduct a public hearing. A decision on the request could be made at that meeting.

**EXPLANATION OF TYPES OF INFORMATION (From face of application form):**

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1. **Application Form: Must be submitted on a USB Drive.**
2. Letter of Intent: What you are requesting in your own words. (Be brief)
3. Mailing Labels: It is your responsibility to provide the Village with current owner addresses. If mailed notification is required for your application, an incorrect address may cause you a delay.
4. Proof of Property Ownership: A copy of a deed, tax notice, title insurance policy (first page), recorded plat, etc.
5. Impact Statement: In general, the following points represent most of the topics to be addressed in the impact statement. Specific points will be designated at the pre-submittal conference by staff.
  - A. Annual water consumption estimate (100% occupancy and build-out)
  - B. Annual sewage generation estimate (100% occupancy and build-out)
  - C. Vehicle trip generation (trips per day per unit x number of units)
  - D. Estimated numbers of vehicles and recreational vehicles to be stored and/or parked on site.
  - E. Proposed sign(s) (advertising business, industry, dwelling unit)
  - F. General hours of operation
  - G. Anticipated user profiles (for residential developments)
  - H. Proposed dates of construction and completion
  - I. Unusual conditions which warrant special attention (hazardous materials storage, fire hazards, odors, noise generation, etc.
6. Location Map: Show where the site is relative to a Village map.
7. Development Plan: Shows entire proposal on the site. Includes edge of pavement and/or back of the curb line, sidewalks (existing and proposed), footprints of the structure, drives, parking spaces and fencing, locations of accessory uses, dimensions, etc. Landscape plans and water/sewer/storm plans may be shown combined on the plan if the composition is easily read and understood.
- 8/9. Plat Map: Prints of the preliminary and final (recordable plat), with proper signature blocks.
10. Certified Survey Map: A recordable instrument showing the legal and mapped description of the land division.
11. Annexation Petition/Attachment Request: Shows owner is supporting the annexation.
12. Annexation Map: A recordable map having the legal and mapped description of the parcel to be annexed.
13. Sketch Plan: An informal drawing depicting the proposal for discussion purposes.
14. Landscape Plan: Shows location, size, type, botanical name & common name of proposed trees & shrubs. Also calls out surface treatments. Shows walls, fences & details.
15. Grading/Drainage Plan: Shows original & proposed grades& runoff calculations based on a 10-year storm. It is usually combined with a Storm Sewer Plan. (storm sewer system, ditches, culverts, etc.)
16. Water/Sewer/Storm Sewer Plans: Shows size and location of proposed water mains & fire hydrants; size and location of the proposed sanitary sewer collection system with gradient profiles and invert elevations; shows the proposed storm drainage system as in 15.
17. Street Crossing Sections: Section shows curb, gutter, paving, and sidewalk relative to the right-of-way width.
18. Erosion Control Plan: A map of existing site conditions on a scale of at least 1-inch equals 100 feet showing the site, boundaries and immediately adjacent areas which accurately identify site locations.
19. Proposed Colors and Materials: Submit samples of exterior colors and materials.
20. Improvement Agreement: An agreement between the developer and the Village determining park dedications and the responsibilities for street, water, sewer, and the storm sewer improvements and extensions.
21. Annexation Agreement.

**MEETINGS AT WHICH THE REQUEST IS BEING HEARD SHOULD BE ATTENDED BY THE APPLICANT OR A REPRESENTATIVE IN ORDER TO RESPOND TO QUESTIONS AND AVOID DELAYS IN THE APPROVAL PROCESS.**

## Jilline Dobratz

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**From:** Robin Olson <Robinlee29@aol.com>  
**Sent:** Tuesday, October 8, 2019 6:03 PM  
**To:** Jilline Dobratz  
**Subject:** CSM, Robin L Olson Revokable Living Trust

To the Committees of the Village of Jackson; I, Robin Olson, am requesting an approval from the Village of Jackson for a CSM located in the Town of Jackson. The Town Zoning Commission has already verbally approved my request. I am planning on having a new, custom built, home constructed on this parcel of land. I have lived on the farm, which this lot has been parceled from, for over 33 years, dwelling in the large farm house. As I age, I find that I don't need all the space and certainly don't need to be running up and down steep stairs, therefore, I am planning on having a single story, smaller ranch house built. The new house will be a little under 2300 square feet and contain amenities that should see me through the remaining years of my life.

Due to the fact that my current residence is located in the "gas spill" area, I have been a customer of the Jackson Village Water Service for many years. I have applied to the Jackson Public Works for Village water in my new house and, hopefully, will receive that okay at the meeting later in October.

Thank you for your consideration.

Robin Olson

1933 Sherman Road (new address to be 1966 Sherman Road) Jackson, Wi. 53037 Phone 262-677-4663 Cell 262-366-5243 Robinlee29@aol.com Sent from my iPad

# CERTIFIED SURVEY MAP NO.

BEING A PART OF THE SE. 1/4 OF THE SW. 1/4 OF SECTION 21, T.10N., R.20E., TOWN OF JACKSON, WASHINGTON COUNTY, WISCONSIN

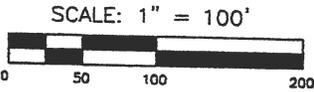
**SURVEYOR:**  
 KEITH A. KINDRED, PLS S-2082  
 SEH, INC.  
 501 MAPLE AVE.  
 DELAFIELD, WI 53018  
 (414) 949-8919

UNPLATTED LANDS  
 (OLSON)

**SURVEY FOR:**  
 ROBIN L OLSON REVOCABLE LIVING TRUST  
 1930 SHERMAN RD  
 JACKSON, WI 53037

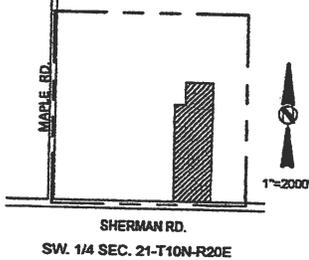
**LEGEND**

- CONC. MON. W/ BRASS CAP FND.
- 1" IRON PIPE FOUND (UNLESS OTHERWISE STATED)
- 11/16" REBAR SET, 18" LONG, WT. = 1.13 LBS./LIN. FT.



BEARINGS ARE REFERENCED TO THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE (NAD 1927) GRID NORTH ON THE SOUTH LINE OF THE SW 1/4 OF SECTION 21 AS S89°32'42"W.

**LOCATION MAP**



LOT 1, CSM 82-2Z

N01°12'13" W 625.00'

582.00'

N 01°12'13" W 225.00'

N 89°32'42" E 100.00'

N 89°32'42" E 268.00'

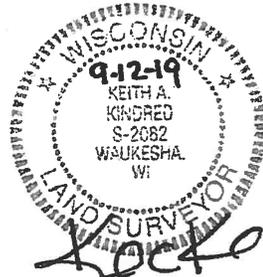
817.00'

S 01°12'13" E 850.00'

UNPLATTED LANDS  
 (OLSON)

## LOT 1

278,131 SQ.FT.  
 6.385 ACRES



WETLAND LIMITS PER COUNTY GIS

S 89°32'42" W 827.09

S 89°32'42" W 368.00'

SOUTH 1/4 CORNER 21-10-20

SW CORNER 21-10-20

33.00' S 89°32'42" W 368.00' 33.00'

## SHERMAN ROAD

66' R/W

SOUTH LINE OF THE SW 1/4 OF SECTION 21  
 S89°32'42" W 2640.19'

LOT 1, PRAIRIE MEADOWS EST.

THIS INSTRUMENT DRAFTED BY KEITH A. KINDRED, PLS



PHONE: 414.949.8919  
 501 MAPLE AVENUE  
 DELAFIELD, WI 53018-9351  
 www.sehinc.com

PROJECT NO. 150527

SHEET 1 OF 5

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING A PART OF THE SE. 1/4 OF THE SW. 1/4 OF SECTION 21, T.10N., R.20E., TOWN OF JACKSON,  
WASHINGTON COUNTY, WISCONSIN

## SURVEYOR'S CERTIFICATE:

STATE OF WISCONSIN)  
WAUKESHA COUNTY)SS

I, Keith A. Kindred, Professional Land Surveyor hereby certify;

That I have surveyed and mapped a part of the Southeast 1/4 of the Southwest 1/4 of Section 21, Township 10 North, Range 20 East, Town of Jackson, Washington County, Wisconsin, more fully described as follows:

Commencing at the South 1/4 Corner of said Section 21, thence S89°32'42"W along the South line of the Southwest 1/4 of Section 21 a distance of 827.09 feet to the point of beginning of the lands to be described; thence S89°32'42"W continuing along said South Line 368.00 feet to the East Line of CSM 6227; thence along said East line the following three courses N01°12'13"W, 625.00 feet; thence N89°32'42"E, 100.00 feet; thence N01°12'13"W, 225.00 feet; thence N89°32'42"E, 268.00; thence S01°12'13"E, 850.00 feet to the point of beginning.

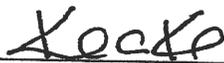
Said lands contain 290,275 square feet or 6.66 acres.

That I have made such survey, land division and map by the direction of the Robin L. Olson Revocable Living Trust, owner of said lands.

That such survey is a correct representation of all the exterior boundaries of the lands surveyed and the division thereof made.

That I have fully complied with the provisions of Chapter 236 of the Wisconsin State Statutes pertaining to Certified Survey Maps (Section 236.34) and the regulations of the Town of Jackson in surveying, dividing and mapping the same.

Dated this 12th day of September, 2019.



Keith A Kindred, PLS 2082



PHONE: 414.949.8919  
501 MAPLE AVENUE  
DELAFIELD, WI 53018-9351  
www.sehinc.com

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING A PART OF THE SE. 1/4 OF THE SW. 1/4 OF SECTION 21, T.10N., R.20E., TOWN OF JACKSON,  
WASHINGTON COUNTY, WISCONSIN

## TOWN BOARD APPROVAL CERTIFICATE:

Resolved that the Certified Survey Map, in the Town of Jackson, is hereby approved by the Town Board.

All conditions have been met as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
Raymond Heidtki, Town Chair

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
Julia Oliver, Town Clerk

## PLAN COMMISSION APPROVAL CERTIFICATE:

APPROVED, that the Certified Survey Map, in the Town of Jackson, is hereby approved by the Plan Commission.

Approved as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
David Klug, Chairperson

I hereby certify that the foregoing is true and correct copy of a resolution adopted by the Plan Commission of the Town of Jackson.

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
Gordon Hoffman, Zoning Administrator



 PHONE: 414.949.8919  
501 MAPLE AVENUE  
DELAFIELD, WI 53018-9351  
www.sehinc.com

PROJECT NO. 150527

THIS INSTRUMENT DRAFTED BY KEITH A. KINDRED, PLS

SHEET 4 OF 5

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING A PART OF THE SE. 1/4 OF THE SW. 1/4 OF SECTION 21, T.10N., R.20E., TOWN OF JACKSON,  
WASHINGTON COUNTY, WISCONSIN

## EXTRATERRITORIAL VILLAGE BOARD APPROVAL CERTIFICATE:

Resolved that the Certified Survey Map, in the Town of Jackson, is hereby approved by the Village Board.

All conditions have been met as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
Mike Schab, Village President

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
John Walther, Administrator

## EXTRATERRITORIAL PLAN COMMISSION APPROVAL CERTIFICATE:

APPROVED, that the Certified Survey Map, in the Town of Jackson, is hereby approved by the Village Plan Commission.

Approved as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
Mike Schab, Chairperson

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
John Walther, Administrator



 PHONE: 414.949.8919  
501 MAPLE AVENUE  
DELAFIELD, WI 53018-9351  
www.sehinc.com

PROJECT NO. 150527

THIS INSTRUMENT DRAFTED BY KEITH A KINDRED, PLS

SHEET 5 OF 5

**VILLAGE OF JACKSON**

N168W20733 MAIN ST.

P O BOX 637

JACKSON, WI 53037-0147

**Receipt Nbr:** 222437

**Date:** 10/08/2019

**Check**

**RECEIVED FROM** OLSON, ROBIN

\$150.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	Account Nbr: 100-00-45730-000-000 PLANNING / ZONING FEES NOV PLAN COMMISSION SUBMITTAL / CK #2656	150.00

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**TOTAL RECEIVED** 150.00

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**Receipt Memo:** CERTIFIED SURVEY MAP-PC / CK #2656

**STAFF REVIEW COMMENTS**  
**Plan Commission Meeting – October 31, 2019**

**1. Planned Unit Development Amendment – Rytec / Michael Watkins – Sign – W223 N16601 Cedar Parkway**

**Building Inspection**

- Proposed sign is 87.4 sq. ft. in area and would mirror existing wall sign on east façade of building. The only difference is the new sign will not be illuminated. Other existing other signage includes a monument/ground sign near the south driveway on Cedar Parkway and a smaller sign above the main building entry area.

The total aggregate area of all signage complies with Village Ordinance.

Staff has additional concerns regarding exterior storage on south side of building. Recommends this area be cleaned up or screened from public view should Board deem appropriate.

Staff recommends approval.

**Public Works/Engineering**

- No additional comments.

**Police Department**

- No comments.

**Fire Department**

- No comments.

**Administrative/Planning**

- Recommend Approval.

**2. Certified Survey Map – Town of Jackson, Robin L. Olson – 1966 Sherman Road**

**Building Inspection**

- No comments.

**STAFF REVIEW COMMENTS**  
**Plan Commission Meeting – October 31, 2019**

**Public Works/Engineering**

- The proposed land division is associated with the Jackson Water Utility receiving an application for a new water service request located in the Town of Jackson Water Expansion Area. The water service request is for a proposed land division for a new single-family residence located on Sherman Road.
- After reviewing the design and the water demand of the request, the calculation of pressure available for uniform loss is 40.9 psi which meets the standard set by the PSC (Public Service Commission) and the DNR (Department of Natural Resources). The Jackson Water Utility is currently reviewing the capacity of the "Expanded Water System". The study is scheduled to be completed by the November 2019 Public Works meeting.
- Since, the subdivided land does not exist, and would require additional approval from the Village of Jackson, the Village does have right to take acceptance to the land division. The water connection review would be placed on hold until the study is completed.
- Another thought is the property could request annexation and be connected to the Jackson Sewer and Water Systems. The sanitary sewer cost would be a joint effort with the adjacent properties and the Jackson Sewer Utility

**Police Department**

- No comments.

**Fire Department**

- No comments.

**Administrative/Planning**

- No additional comments.